

Chapter 3

Web Access–Logon

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3.1 Logon Overview

The NSLDS Financial Aid Professional Web site can be found at <http://www.nslsdfap.ed.gov>. To logon, you must have a valid User ID and Password (see Chapter 2 for information on obtaining a User ID and Password). NSLDS User Documentation can be obtained online at <http://www.ifap.ed>.

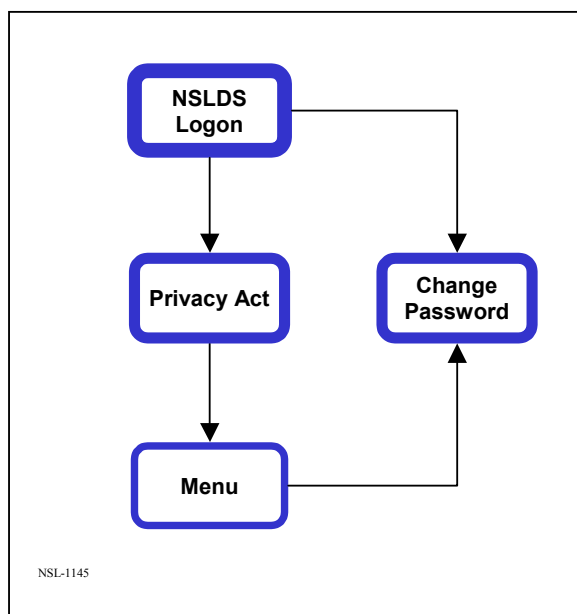


Figure 3–1, NSLDS Logon

3.2 Logon

The System Logon page enables you to logon to the NSLDS FAP Web site, which requires a User ID and Password. After successfully logging on and accepting the Privacy Act page terms and conditions, the Menu appears.



Figure 3–2, System Logon

Sign-Up Information/System Requirements/News & Events/Change Password/FAQ/Download Help

The Sign-Up Information, System Requirements, News & Events, Change Password, FAQ, and Download Help links appear at the top of the System Logon page (Figure 3–2):

- If you are not an authorized user and would like information on how to become one, click **Sign-Up Information**.
- If you have any questions about the browser configuration, click **System Requirements**.
- If you wish to read the latest information about the NSLDS, click **News & Events**.
- If you need to change your password, click **Change Password**.
- If you have any other questions about NSLDS, click **FAQ** to review the answers to the list of Frequently Asked Questions.

- If you wish to download all or part of the Help pages, click **Download Help**.

How to Logon

Below the Sign-Up Information, System Requirements, News & Events, Change Password, FAQ, and Download Help links, the User ID and Password boxes appear.



To logon:

1. Type **User ID** in the box.
2. Type **Password** in the box.
3. Click **Logon**.
4. The Privacy Act page appears. If you are not an authorized user or have questions about the Privacy Act, click **Cancel and Logout** to return to the System Logon page. If you are an authorized user and will adhere to the Privacy Act, click **I Agree**. The Menu page appears.

Tips

- Passwords must be six to eight characters in length.
- At least one character must be a number; however, the first character must be a letter.
- The new password must be different from your last four passwords.
- Passwords are valid for 120 days.
- After three unsuccessful logon attempts, your access to the NSLDS will be revoked.
- If you need a copy of the Adobe Acrobat Reader, click the Adobe Acrobat Reader icon next to the Download Help link on the right of the page. You will link to <http://www.adobe.com/products/acrobat/readstep.html>.

- If you have any problems accessing the NSLDS, call the Customer Service Center at 1-800-999-8219, Monday through Friday from 8 a.m. to 8 p.m. ET.

For general logon help and tips, click the  icon. For further help, click the  icon, which displays the Contact Us page. This page displays the Customer Service Center phone number, 1-800-999-8219, and e-mail address, nslds@pearson.com.

The next page reminds you of the Privacy Act (Figure 3–3) responsibilities and requires your acknowledgment at each logon by clicking the I Agree button at the bottom of the page.



NSLDS

Logged on as: JIM NEILL from STATE UNIVERSITY

Privacy Act Reminder

This is a Government system, to be used by authorized personnel only. If you use this computer system, you should understand that all activities may be monitored and recorded by automated processes and/or by Government personnel. Anyone using this system expressly consents to such monitoring. Warning: If such monitoring reveals possible evidence of criminal activity, monitoring records may be provided to law enforcement officials.

This system contains personal information protected by the Privacy Act of 1974 (as amended). If you use this computer system, you are explicitly consenting to be bound by the Act's requirements and acknowledge the possible criminal and civil penalties for violation of the Act.

By clicking here, you *personally* confirm that you are currently an authorized user of NSLDS and that you adhere to the Privacy Act.

Otherwise, contact NSLDS Customer Service, (800) 999-8219, for assistance and click here.

Figure 3–3, Privacy Act

After logging on successfully, the Menu page appears (Figure 3–4).

The screenshot shows the NSLDS (National Student Loan Data System) Menu page. At the top, there is a navigation bar with links: Menu, Aid, Enroll, Org, and Report. Below this is a blue banner with links: Menu, Change Password, System Requirements, Contact Us, FAQ, and Download Help. The user is logged in as SAM BRUTCHER from RAYS SPECIAL GA NUMBER 707. The page is divided into three main sections: Messages, Financial Aid, and Enrollment. The Messages section on the left lists several messages, with the first one dated 09/16/2002 about the Default Loan Summary Report. The Financial Aid section in the middle lists links for Loan History, Overpayment History, Pell Grant, and Student Access Interface. The Enrollment section on the right lists links for Enrollment Summary and Enrollment Reporting Schedule. Below these sections are input fields for SSN, First Name, and DOB, with a prompt to enter details and click on a Financial Aid link or Enrollment Summary. At the bottom, there is a detailed announcement about the Default Loan Summary Report.

NSLDS

Menu | **Aid** | **Enroll** | **Org** | **Report**

Menu | [Change Password](#) | [System Requirements](#) | [Contact Us](#) | [FAQ](#) | [Download Help](#)

Logged on as: SAM BRUTCHER from [RAYS SPECIAL GA NUMBER 707](#)

Messages

09/16/2002 The Default Loan Summary Report
 09/12/2002 NSLDS has redesigned the Main Me
 08/15/2002 NSLDS has updated the FAP Main M
 01/01/2000 Changing User Function Groups fo

Only the beginning of each message is displayed above. Click on the message text above to see the complete message below.

Financial Aid

[Loan History](#)
[Overpayment History](#)
[Pell Grant](#)
[Student Access Interface](#)

Enrollment

[Enrollment Summary](#)
[Enrollment Reporting Schedule](#)

SSN: First Name:
 DOB:

Enter details and click on a Financial Aid link or Enrollment Summary above.
 DOB should be in MMDDCCYY format.

09/16/2002 The Default Loan Summary Report is now available on the
 NSLDSFAP Web site. The Default Loan Summary Report (SCHDF1 for school users and SCHDF2 for ED users) provides users with a list of loans that have a defaulted loan status (DB, DL, DO, DT, DU, DW, DF, or DZ) and a loan status date that falls within the requested date range and requested school code (OPEID). Users can select all loan programs or only one. The report includes student identifiers, loan identifiers, Guaranty Agency information, and lender information. It also includes the current loan status and up to three status codes from history. The report can be sorted by loan status date, Last Name, or Social Security Number. The information is available in a formatted report or an extract file. School users receive reports via their SAIG mailbox. The file layouts for the extract files are available at <http://www.ifap.ed.gov>.

Figure 3–4, Menu Page